

## **BUDGET SUPPLEMENT NO: 5**

**May 24, 2007**

**SUBJECT: Outside Group Funding Request from Sunnyvale Alliance Soccer Club for One Year of Fee Waiver Support for Sunnyvale Participants**

### **BUDGET SUPPLEMENT REQUEST SUMMARY**

The Sunnyvale Alliance Soccer Club (SASC) has submitted an Outside Group Funding application for emergency funds to allow the Club to continue its eligibility for reimbursement from the City's Recreation Fee Waiver Program for one more year. In addition, the SASC requests support to "piggy-back" on the City's contract with Sunnyvale Community Services (SCS), the agency which currently verifies the applicant's eligibility for the City's Recreation Fee Waiver program. The Club has requested this level of support, whether or not the City agrees to reimburse the club for the actual cost of the fee waivers. (See Attachment A: Outside Group Funding Application.) Approval of this request would provide up to \$5,000 in fee waiver assistance to SASC participants; and/or allow the SASC to be included on the City's contract with Sunnyvale Community Services. The purpose of the emergency request is to allow the SASC more time in which to develop and put into place a fee waiver program of its own.

### **BACKGROUND**

On September 19, 2006, City Council reviewed the Report to Council 06-290: Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program – Study Issue and approved the authorization of Recreation Fee Waivers for *City-provided recreation programs only*. The new policy is effective on July 1, 2007. Immediately following Council's action, staff notified, both verbally and in writing, all of the youth sports organizations with special use agreements with the City that fee waivers would no longer be accepted after July 1, 2007 for programs that are not directly provided by the City. The Sunnyvale Alliance Soccer Club is one of three youth sports groups that are currently using the Recreation Fee Waiver program to reimburse Club fees for its low income participants residing in Sunnyvale.

### **EXISTING POLICY**

#### **2.2 Open Space and Recreation Sub-Element**

Policy 2.2B.10 – Develop such fiscal practices as pricing, fee structures and cost recovery targets for open space and recreation programs and services consistent with the City's Fiscal Management Sub-Element policies.

Policy 2.2C.3 – Give priority to services, facilities and amenities that fulfill a basic need or teach basic skills (e.g., non-competitive, developmental sports instruction such as learn to swim given priority over competitive sports programming).

Policy 2.2E.3 – Provide recreation and enrichment programs, services, facilities and amenities to underserved areas and/or populations of the City. Underserved areas and/or populations could be due to geography, gender, economics or ethnicity, etc.

Sunnyvale City Council Meeting Minutes of September 19, 2006 – Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program- Study Issue (RTC 06-290): “Council directs staff to authorize use of Recreation Fee Waivers for City-provided recreation programs only. Notify all youth sports organizations with special use agreements with the City that fee waivers will no longer be accepted for programs that are not directly provided by the City...the new policies would be effective as of July 1, 2007.”

#### Socio-Economic Sub-Element

Policy 5.1A.2 – Strive to assure that all residents have equal access to City services.

#### Sunnyvale City Council Policies:

5.1.3 – Human Services

7.2.4 – Relationships with Outside Groups

### **DISCUSSION**

The proposed funding request from the Sunnyvale Alliance Soccer Club would, in effect, provide the same level of fee waiver assistance to the Club as has been provided in the past. The SASC estimates that with planned outreach particularly in the northern sections of the City, up to \$5,000 in fee waiver reimbursements would be requested by the Club from the City to cover the SASC participation of low income youth in FY 2007-2008. In September 2006, in response to the study issue “Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program (RTC 06-290), the City Council adopted a policy in which youth sports groups are responsible for ensuring the participation of low-income individuals *without* reimbursement from the City, in effect discontinuing the cash subsidy it had previously provided. While participants experience fee waivers in the same way regardless of whether they are for services provided by the City or by a third party, there are no City fees being waived. Instead, it is the youth sports groups’ own fees that are waived. By

reimbursing youth sports groups through the Recreation Fee Waiver Program the City had been providing a direct cash subsidy to the youth sports groups to offset the groups' own costs of waiving fees. The Report to Council 06-290: Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program – Study Issue states:

*“Youth sports groups, through their agreements with the City, are already receiving substantial in-kind subsidies for their programs in terms of very low fees for the use of fields and other facilities and have the ability to pursue fundraising to cover these and other costs. In addition, their special use agreements do not include reimbursement for fee waivers and state that the groups will provide their services at no additional cost to the City....”*

In FY 2005/2006, Sunnyvale Alliance Soccer Club reserved 7,825.75 hours of use of the City's sport fields for their programs, which they received at the discounted rate of \$1 per hour in accordance to the special use agreement with the City. In effect, when compared to the standard charge of \$25 per hour, the City had already provided \$187,818 of in-kind subsidy to the Club for its program last year. The SASC has the ability to conduct its own fundraising and it was notified of the Council decision and given as much time as the other youth sports groups to prepare for the end of the Fee Waiver Reimbursement program effective July 1, 2007.

The Sunnyvale Alliance Soccer Club also requests that the City continue, for one more year, to allow its members to have their income verified by Sunnyvale Community Services. The City's Recreation Division currently contracts with Sunnyvale Community Services who verifies the Recreation program participant's income eligibility for the Recreation Fee Waiver program, and this contract is scheduled for renewal in June 2007.

### **SERVICE LEVEL IMPACT**

Since this is a one-time funding request to support the Sunnyvale Alliance Soccer Club, there will be no direct impact on service levels for City programs.

### **FISCAL IMPACT**


For FY 2007/08, the City Manager is recommending \$100,000 of the City's General Fund be used to support outside groups. Competing for these funds are a variety of groups providing social services, recreational services, and supporting community engagement.

The approval of Budget Supplement No. 5 at a maximum cost of \$5,000 from the General Fund would continue the participation of the Sunnyvale Alliance Soccer Club in the Recreation Fee Waiver program through July 31, 2008. The cost to the General Fund may be less than \$5,000 should fewer Recreation Fee Waiver reimbursement requests be submitted from SASC to the City than planned. The additional cost to allow SASC to "piggy-back" on the City's contract with Sunnyvale Community Services in order to continue the Club's ability to have their members income eligibility be determined for the fee waiver program, would need to be directly negotiated by City staff when the current contract is renegotiated in June 2007. During previous contract negotiations, SCS has noted that the majority of their costs to provide this service were due to the significant number of referrals from the youth sports groups that come into the agency at the start of the sports' season. Adding SASC to the City's contract with SCS may reduce staff's ability to negotiate a reduced contract fee for determining eligibility for the City's Fee Waiver Program. The Club has the option of developing their own agreement with Sunnyvale Community Services for the same level of service.

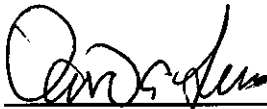
### **ALTERNATIVES**

1. Do not approve Budget Supplement No. 5.
2. Approve Budget Supplement No. 5 to extend eligibility for Recreation Fee Waivers to the Sunnyvale Alliance Soccer Club for one year, up to a maximum of \$5,000 and fund it via the \$100,000 Outside Group Funding Source Set-Aside for FY 2007/08.
3. Direct staff to negotiate an agreement with Sunnyvale Community Services to include the Sunnyvale Alliance Soccer Club in determining program participants' eligibility for fee waivers for one more year, which may add to the cost of the agreement.
4. Approve Budget Supplement No. 5 to extend eligibility for Recreation Fee Waivers to the Sunnyvale Alliance Soccer Club, up to a maximum of \$5,000, funded via the \$100,000 Outside Group Funding Source Set-Aside for FY 2007/08 and direct staff to negotiate an agreement with Sunnyvale Community Services to include the Sunnyvale Alliance Soccer Club in determining program participants' eligibility for fee waivers for one year.
5. Other alternatives as proposed by Council.

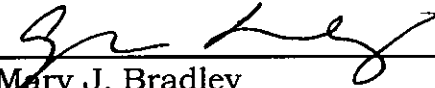
Prepared by:

  
Cathy E. Merrill  
Assistant to the Director of Parks and Recreation

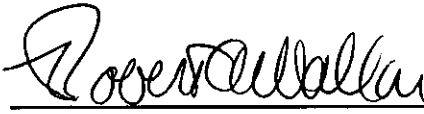
Reviewed by:

  
David A. Lewis  
Director of Parks and Recreation

Reviewed by:

  
for Mary J. Bradley  
Director of Finance

Approved by:

  
for Amy Chan  
City Manager

**Attachments**

- Attachment A: *Application for Outside Group Funding from Sunnyvale Alliance Soccer Club*  
Attachment B: *Proposal Evaluation- Sunnyvale Alliance Soccer Club*

**ATTACHMENT A**

**Application for Outside Group Funding  
from Sunnyvale Alliance Soccer Club**

**CITY OF SUNNYVALE – PARKS AND RECREATION DEPARTMENT  
RECREATION DIVISION  
REQUEST FOR FUNDING  
Application Cover Sheet**

<b>Sponsoring Organization:</b>	Sunnyvale Alliance Soccer Club (SASC)
<b>Contact Person:</b>	Masood Mokhtary
<b>Title:</b>	President
<b>Mailing Address:</b>	PO Box 60711 Sunnyvale, CA 94088
<b>Telephone/Fax:</b>	(408) 733 - 5425
<b>Email:</b>	president@sunnyvalesoccerclub.org

**Program Summary:** (Use only the space provided below)

The Sunnyvale Alliance Soccer Club (SASC) is a non-profit, volunteer operated youth sports club serving Sunnyvale residents. The main goal of the club is to give every child, regardless of need or ability, the equal chance to play soccer in a safe, positive and supportive environment.  
SASC is requesting assistance from the City of Sunnyvale in the form of operational assistance for the screening of candidates for Fee Waiver Assistance and emergency funding to replace a portion of the revenue lost with the City's decision to no longer allow youth sports clubs to use the Recreational Fee Waiver Program. The assistance will allow SASC to continue to provide soccer opportunities to the entire population of the City of Sunnyvale guaranteeing that all children continue to have the opportunity to play.

**Program Location:** Sunnyvale

**Estimated 2007 total agency budget:** \$233,900

**Performance Indicator(s):**

- 1) Percent growth of club from previous year.
- 2) Percent youth qualifying for financial assistance.
- 3) Total volunteer hours worked.
- 4) Total volunteer hours growth from previous year.
- 5) Total dollars (including value of non-monetary donations) earned through fundraising.
- 6) Total dollars (including value of non-monetary donations) per participant.

**Total amount requested from City of Sunnyvale Recreation Division:** \$5000

How often does your Board meet? \_\_\_\_\_ Annually \_\_\_\_\_ Quarterly   X   Monthly \_\_\_\_\_ Weekly  
 \_\_\_\_\_ Other; list \_\_\_\_\_

How many people does your organization serve? 1500 What percent are Sunnyvale residents? 85%

Federal Employer Number 77-029-5494

Worker's Compensation Carrier  
Not Applicable

Policy Number Not Applicable Effective date of policy: Not Applicable

Surety Bond / Insurance Carrier Philadelphia Insurance Company

Policy Number PHPK135475 Effective date of policy 09/01/2006

Liability Insurance Carrier Philadelphia Insurance Company

Policy Number PHPK135475 Effective date of policy 09/01/2006

Amount of Liability Coverage \$1,000,000

Property Damage (combined with liability) \$100,000

Combined Single Limit \$1,000,000

Has an audit been performed on the proposing organization's accounting procedures within the last two years?

X Yes        No

If yes, please name the auditor and submit a copy of the latest audit. James Lawles, see attached

Is the agency audited every year? X Yes        No

Were any management letters issued as a result of the last audit? X Yes        No

If yes, please explain.

No Findings. Audit report issued in form of Management Letter. See Attached.

Has your organization been on probation or under investigation by any agency within the past two years?       

Yes        No X

If yes, please explain:       

Do you have a written policy prohibiting discrimination in employment on the basis of race, color, national origin, age, sex, religion or disability?

X Yes        No

If yes, please include a copy of the policy. See Narrative. Introduction Section, Mission Statement

Discuss the accessibility of your project, service or physical facility to people with disabilities. What steps have been taken to inform the general public or program participants of your willingness to make accommodations?

See Narrative. Credibility and Viability Section. Paragraph Number 4

*NOTE: Copies of insurance certificates naming the City of Sunnyvale as an additional insured will be required if funding is awarded.*

# APPLICATION CERTIFICATION

THE APPLICANT HEREBY PROPOSES TO PROVIDE THE SERVICES IN ACCORDANCE WITH THE FUNDING POLICIES OF THE CITY OF SUNNYVALE AS STATED IN THIS PROPOSAL. IF THIS PROPOSAL IS APPROVED AND FUNDED, IT IS AGREED THAT RELEVANT FEDERAL, STATE AND LOCAL REGULATIONS, AND OTHER ASSURANCES AS REQUIRED BY THE CITY OF SUNNYVALE, WILL BE ADHERED TO. FURTHERMORE, AS THE DULY AUTHORIZED REPRESENTATIVE OF THE APPLICANT ORGANIZATION, I CERTIFY THAT THE APPLICANT IS FULLY CAPABLE OF FULFILLING ITS OBLIGATION UNDER THIS PROPOSAL AS STATED HEREIN.

THIS APPLICATION AND THE INFORMATION CONTAINED HEREIN ARE TRUE AND CORRECT AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

DATE: 2/27/07

SASC  
(Organization Name)

BY: [Signature]  
Executive Director

## RESOLUTION/CERTIFICATION:

To be completed and submitted by MECHAELE ROJE

WE, THE BOARD OF DIRECTORS OF SASC  
DO HEREBY RESOLVE THAT ON, 2/27/2007 THE BOARD REVIEWED THE OUTSIDE AGENCY APPLICATION, ENTITLED, SASC APPLICATION FOR FUNDING 2007/2008 TO SUBMITTED TO THE CITY OF SUNNYVALE FOR FUNDING CONSIDERATION FOR FISCAL YEAR 2007-2008 AND, FURTHERMORE, THE BOARD IN A PROPER MOTION AND VOTE APPROVED THIS APPLICATION FOR SUBMISSION.

FURTHERMORE, WE HEREBY CERTIFY THAT THE AGENCY MAKING THIS APPLICATION IS 1) NON-PROFIT; 2) TAX EXEMPT; AND 3) INCORPORATED IN THE STATE OF CALIFORNIA, AND HAS COMPLIED WITH ALL APPLICABLE LAWS AND REGULATIONS.

TO THE BEST OF OUR KNOWLEDGE, ALL INFORMATION PRESENTED HEREIN IS CORRECT AND COMPLETE.

DATED: [Signature]

BY: 2/27/07

President of the Board  
on behalf of the Board of Directors

**Total Proposed Program Budget: \$ 233,900**

Amount requested from City of Sunnyvale Recreation Division: \$5000.00

Amount Other Funds - Please list by source and include all funding that is committed or anticipated in Fiscal Year 2007-2008

Funding Organization (public or private)	Amount
<u>None in addition to those</u>	<u>\$</u>
<u>reflected in Budget Summary</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<b>TOTAL</b>	<b>\$ <u>N/A</u></b>

**Program Budget Summary**

Please provide a summary of your organizations' expenses and revenue for the past year and projected for the current year. (See template on next page.)

**PROGRAM BUDGET SUMMARY (July 1 - June 30):** Provide expense information as best captures services to Sunnyvale residents. (Agency's computerized financial budget may be substituted if it clearly defines costs for Sunnyvale proposed activity.)

	Current Total Agency Budget 2006	Current (Sunnyvale only) Budget 2006	Proposed (Sunnyvale only) Budget 2007
<b>EXPENDITURES</b>			
Referee Fees	47,800	47,800	49,000
Field Lease and Maintenance	70,300	70,300	55,300
Uniforms	27,300	27,300	28,500
Coaches' Training	25,800	25,800	27,800
Pictures / Trophies	13,500	13,500	14,500
Equipment	7,300	7,300	8,000
Office/Overhead / Operations	11,700	11,700	13,600
Financial Aid / Grants	3,600	3,600	3,700
<b>Total Expenditures</b>	<b>207,300</b>	<b>207,300</b>	<b>200,400</b>

	Current Total Agency Budget 2006	Current (Sunnyvale only) Budget 2006	Proposed (Sunnyvale only) Budget 2007
<b>REVENUES</b>			
Registration Fees		197,375	206,400
Registration Fees from SV fee waivers		4,025	5,000
Field Rentals		8,600	9,500
Fundraising		9,000	9,000
Interest / other income		4,600	4,000
<b>Total Expenditures</b>		<b>223,600</b>	<b>233,900</b>

James Lawler  
2170 Via Escalera  
Los Altos, CA 94024

## **Independent Accountant's Report**

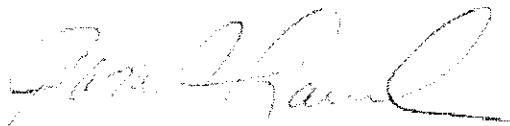
To the Board of Directors  
Sunnyvale Alliance Soccer Club  
Sunnyvale, California

At the request of the Executive Committee of Sunnyvale Alliance Soccer Club ("SASC") I have reviewed the accompanying Statement of Financial Position of SASC as of December 31, 2006, and the related Statement of Activities for the calendar year ended December 31, 2006. These financial statements are the responsibility of SASC's Executive Committee. My responsibility is to express an opinion on these financial statements based on this review.

My review consisted of examining the books and records of the organization including the general ledger, bank statements, cash receipts and cash disbursements on a test basis. Customary auditing procedures included reviewing bank reconciliations, bank statements, and cash disbursements and the corresponding supporting documentation on a test basis and agreeing them to the books of original entry (i.e. general ledger) and resulting financial statements.

In my opinion, the accounting maintained by the organization appeared to be very well documented, thoroughly and professionally maintained. The statements appear to present fairly the financial position and the activities of the organization for the year ended December 31, 2006. . It is my opinion that SASC's financial organization is sound and consistent and responsible in its management.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SASC as of December 31, 2006 and the results of its activities for the year then ended, in conformity with accounting principles generally accepted in the United States of America.



James Lawler  
Los Altos, CA  
February 26, 2007

**Sunnyvale Alliance Soccer Club  
Statement of Financial Position  
For the Year Ending December 31, 2006**

**ASSETS**

Cash	55,769
Inventory	29,777
Accounts Receivable	636

**TOTAL ASSETS**

**\$ 86,183**

**LIABILITIES**

Accounts Payable	11,134
Reserve for Financial Aid	5,887
Other	500

**TOTAL LIABILITIES**

**\$ 17,521**

**NET ASSETS**

**\$ 68,662**



**Sunnyvale Alliance Soccer Club**  
**Statement of Activities**  
**For the Year Ending December 31, 2006**

**REVENUES:**

Registration Fees	201,388
Field Rental	8,621
Fund Raising	11,004
Other	2,617

**TOTAL REVENUES**

**\$ 223,629**

**EXPENSES:**

Field Expenses	70,235
Referee Fees	47,762
Uniforms	27,343
Training	25,752
Equipment	7,250
Player Expenses	19,456
Office Expense & Overhead	9,480

**TOTAL EXPENSES**

**\$ 207,278**

**INCREASE IN NET ASSETS**

**\$ 16,351**

JUL 20 1999

BILL JONES, Secretary of State

ARTICLES OF INCORPORATION  
OF  
SUNNYVALE ALLIANCE YOUTH SOCCER LEAGUE  
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ONE: The name of this corporation is Sunnyvale Alliance Youth Soccer League.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to develop, promote and administer the game of soccer among youth under the age of nineteen.

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Jon Hayman, 211 Delphi Court, Los Altos, Ca 94022.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

FIVE: The names and addresses of the persons appointed to act as the initial Directors of this corporation are:

Name Address

Robert Walker, Jr.	796 S. Third Street, San Jose, CA. 95112
Jon Hayman	211 Delphi Court, Los Altos, CA. 94022
Tom Gardner	14469 Manuella Road, Los Altos Hills, CA. 94022
Jim Domke	653 W. Remington Drive, Sunnyvale, CA. 94087
Russ Childrey	10 Carriage Way, Los Altos, CA. 94022

SIX: The property of this corporation is irrevocably dedicated to educational purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.


On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Date: 12/9/98

  
Robert Walker, Director

  
Jon Hayman, Director

  
Tom Gardner, Director

  
Jim Domke, Director

  
Russ Childrey, Director

We, the above-mentioned initial directors of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

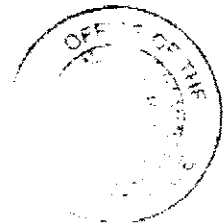
Robert L. Walker, Jr.  
Robert Walker, Director

Jon Hayman  
Jon Hayman, Director

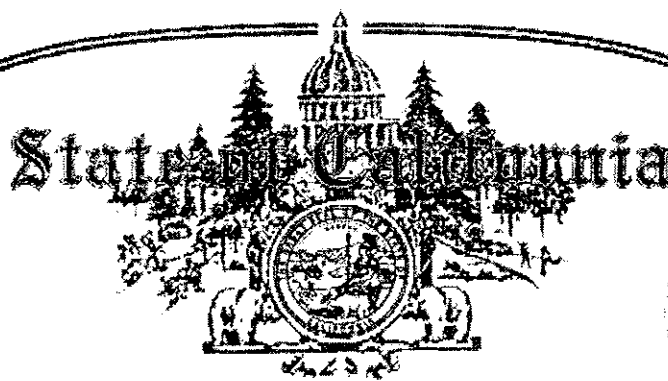
Tom Gardner  
Tom Gardner, Director

Jim Domke  
Jim Domke, Director

Russ Childrey  
Russ Childrey, Director



CLIENT'S COPY



SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 3 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.



*IN WITNESS WHEREOF*, I execute this certificate and affix the Great Seal of the State of California this day of

JUL 27 1999

*Bill Jones*

Secretary of State

## **SASC CONSTITUTION**

Proposed November 16<sup>th</sup>, 2004

### **ARTICLE I NAME**

The name of this organization shall be SUNNYVALE ALLIANCE SOCCER CLUB (hereafter SASC).

### **ARTICLE II PURPOSE, COLORS AND BOUNDARIES**

- A. The purpose of this organization shall be to develop, promote, and administer the game of Association Football, known as soccer, among the youth (boys and girls under nineteen (19 years of age), regardless of race, color, religion, age, sex, national origin, and/or ability, within the territory of this Club.
- B. The SASC colors are Red, White, and Black.
- C. SASC territory includes the entire City of Sunnyvale and no other areas.

### **ARTICLE III MEMBERSHIP AND VOTING RIGHTS**

- A. The SASC is an affiliate club within the Foothill Youth Soccer League (FYSL) and a member of the California Youth Soccer Association (CYSA) and according to its Constitution, 1:07:03, SASC "shall abide by the Constitution and By-Laws of the California Youth Soccer Association and United States Soccer Federation."
- B. Members are defined as follows:
  - 1. Family or guardian of a currently registered player.
  - 2. Head Coach, Assistant Coach, or Team Manager of a currently registered through the club.
  - 3. Current member of the Board of Directors or one of it's standing committee coordinators.
- C. Voting Rights: Each Member shall have no more than one vote, regardless of the number of qualifying definitions in Section B of this article. No parent or guardian shall have more than one vote, although two parents or guardians from a single family may each vote if they have at least one child per voting family member. This is to prevent a family with many children from having excessive influence.

#### **ARTICLE IV : GENERAL MEETING**

- A. The President, with the concurrence of the Board of Directors, shall call for a General Meeting (GM) of the membership. An Annual GM (AGM), to be held no later than the first Thursday in November is required, but one may be called at any time during a regular recreational and competitive season if two thirds of the Board of Directors including the President so decide. Notification to all affiliated Teams and members shall be made at least thirty (30) days prior to said GM by individual letter.
- B. The order of business at the Annual General Meeting shall be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Reading of the Minutes of the Previous AGM
  - d. Acceptance of the Minutes of the Previous AGM
  - e. Reports:
    - i. President
    - ii. Treasurer
    - iii. Secretary
    - iv. Recreational Director
    - v. Competitive Director
    - vi. Equipment Coordinator
    - vii. Field Coordinator
    - viii. Referee Director
    - ix. Competitive Registrar
    - x. Recreational Registrar
    - xi. Volunteer Coordinator
    - xii. Tournament Coordinator
    - xiii. Publicity Coordinator
  - f. Unfinished Business
  - g. Proposals for changes to the Constitution, Bylaws, Rules & Regulations or procedures
  - h. New Business
    - i. Election of the Board of Directors
  - i. Good of the Game
  - j. Adjournment
- C. At a GM, each member of the Board of Directors, the Head Coaches of each team registered with this club and every member shall be entitled to only one (1) vote, regardless of the number of voting positions held with the SASC. Voting by proxy shall not be allowed, and only those members of record, and in good standing with the Club, shall be entitled to voting privileges. The President of this Club shall cast a vote only in the case of a tie or a secret ballot. In case of a tie on the secret ballot, the motion shall be discussed further, and the vote retaken.

## **ARTICLE IV PARLIAMENTARY AUTHORITY**

Parliamentary law as set forth in "The Standard Code of Parliamentary Procedure," by Alice Sturgis as most recently revised by the "American Institute of Parliamentarians" shall govern all meetings and other procedures not expressly provided.

## **ARTICLE V GENERAL MEMBERSHIP ELECTION PROCEDURES**

- A. A Nomination Committee, appointed and chaired by the Vice President shall provide a slate of candidates for the elective offices to the Board Of Directors, (hereafter Board) at the monthly meeting before the occurrence of the Annual General Meeting (hereafter AGM).
- B. All candidates for office must be a member.
- C. The AGM of the membership shall be held after the second Wednesday in September and no later than the first Wednesday in November. At the AGM nominations shall be accepted from the floor.
- D. In the case of contested elections, election of Officers must be by secret ballot. The ballot will include the names of the official slate of candidates for each office, a place for additional nominations or write in candidates and under each office, a place to write "None of the above". If there is only one nominee for an office, the President may rule for either a voice vote or secret ballot saying aye or nay to the candidate.
- E. If ballots are required, the ballots shall be issued after being checked against a master list of current members and votes tallied by a committee formed and chaired by the Vice President. The Vice President shall return tally results to the President.
- F. The election results shall be announced by the President. The new officers shall take office on January 1 and serve for two years.
- G. All board members will be elected by a majority vote of those present.
- H. The terms of elective office shall be two years. No person may be elected to the same office for more than four consecutive terms. An individual may hold more than one office concurrently, but is only entitled to one vote on the board.
- I. The following positions will be elected to serve beginning in even numbered years:

- President
- Referee Director
- Recreational Director
- Treasurer
- Recreational Registrar
- Publicity Coordinator
- Tournament Coordinator

J. The following positions will be elected to serve beginning in odd numbered years:

- Vice President
- Competitive Director
- Secretary
- Competitive Registrar
- Equipment Coordinator
- Field Coordinator
- Volunteer Coordinator

## **ARTICLE VI VACANCIES ON THE BOARD**

- A. Vacancies on the Board, other than the President and Vice President, shall be filled by a nomination from the membership or by a member of the Board, and approved by a majority vote of the Board.
- B. The Vice President's position shall be filled by a nomination from the existing Board or by a member of the Board, and approved by a majority vote of the Board.
- C. The President's position shall be filled by the Vice President.
- D. If any board member fails to attend meetings of the board for 3 consecutive months, the president may appoint a replacement subject to ratification by the Board of Directors
- E. These appointed officers shall serve out the remaining time of the vacant office.

## **ARTICLE VII RECALL**

Any member of the Board may be recalled after charges have been filed in writing to the Board. A special Board meeting shall be held to hear these charges. A two-thirds vote of the Board members at the next regularly scheduled Board meeting shall accomplish a recall.

## **ARTICLE VIII AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- A. Proposed amendments to the Constitution or By-laws must be presented to the Board in writing.
- B. All Board members shall be notified of proposed amendments to the Constitution or Bylaws at a regular Board meeting one prior to the Board meeting at which the proposed amendment(s) will be considered for approval for membership vote.
- C. The Board shall vote approval of the amendment to the Constitution or Bylaws by a two-thirds (2/3) majority of a quorum at which time, if approved, a general meeting shall be called and the amendment shall be put to the membership for a vote.
- D. The proposed amendment to the Constitution must be ratified by a three fourths (3/4) majority and the Bylaws by a two-thirds (2/3) majority of ballots cast by the membership present at a GM in order to become part of the Constitution or Bylaws.
- E. Any and all Amendments to the Constitution and Bylaws of this League adopted at the AGM shall become effective immediately upon adjournment of the General Meeting.

#### **ARTICLE IX DISBURSEMENT OF FUNDS**

- A. The Board shall approve by a majority vote a budget for the club for the year beginning September 1. Any expenditures above those set in the budget will require a two-thirds (2/3) majority of the quorum of the Board of Directors.
- B. The various Directors (including but not limited to Uniform, Equipment, Competitive, Recreational, Referee and Coaching Directors) with financial needs shall submit individual budgets based on expected player registration. If the budget is exceeded purely because registration exceeds that expected (for example 100 more players than expected need 100 more uniforms), the Directors shall inform the Board, but may make purchases as required with the approval of the President so as not to delay purchases of needed equipment. The Board must ratify such purchases at its next meeting.
- C. All disbursements must have receipts attached for audit purposes.
- D. Budgets shall be submitted by September 1 of the year preceding that of the budget. If the budget is not voted down and amended by the Board prior to November 1, then it shall take effect at the discretion of the President with the concurrence of the Treasurer.

## **ARTICLE X NON GAME RELATED PROTESTS**

- A. Protest and complaints against SASC procedure and personnel, excluding red or yellow card disciplinary action and game related protest (see GUIDELINES, Section II), shall be presented to the Board in writing and accompanied by a \$50.00 fee, at least ten days prior to a regular Board meeting. This fee will be returned only if the complaint is upheld.
- B. The Board at its discretion may convene a special meeting of the Board to hear the matter.
- C. The Board shall review the issue and attempt to resolve it within its authority. Any action taken by the Board shall be in accordance with CYSA and USSF rules. Decisions on all matters shall be in writing and made part of the next Board minutes.
- D. Appeals of any decision may be made in accordance with CYSA and USSF rules.

## **ARTICLE XI BOARD OF DIRECTORS AND VOTING RIGHTS**

- A. The Board of Directors consists of the following positions:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Competitive Registrar
  - Recreational Registrar
  - Referee Director
  - Recreation Director
  - Competitive Director
  - Equipment Coordinator
  - Field Coordinator
  - Past President
  - Volunteer Coordinator
  - Tournament Coordinator
  - Publicity Coordinator
- B. In the event that a position is shared by two people, each person shall be considered a board member and each have a half (1/2) vote. No more than two people can share a position. The presence of either one counts as 1 person only for quorum purposes.

- C. All members of the Board shall have one vote except the President, who shall have no vote except when a tie breaking vote is required.
- D. All issues governing the operations of SASC, other than those described in Article III, shall be decided by a quorum of the Board. A quorum is defined as 5 current Board Members, of which, 2 of the 5 making up the quorum must also be serving as current members of the Executive Committee as defined below.
- E. Voting by proxy shall not be allowed. Voting by email is allowed at the discretion of the President. E-mail votes will require a quorum of 8 board members. Any e-mail vote taken will have specific period of time stipulated by the president for casting of ballots by board members so as to allow for reasonable discussion and action.

## **ARTICLE XII EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of four (4) members. Three permanent members comprised of:
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Another Director as decided by the President.

If any of the aforementioned members are not available, the President shall appoint a replacement.

- B. The Executive Committee shall serve between regular Board meetings for either emergencies or to dispose of duties bestowed upon it by the Board. All actions of the Executive Committee must be ratified by the Board at the next scheduled meeting after such Executive Committee meeting.

## **ARTICLE XIII MEETINGS OF THE BOARD OF DIRECTORS**

The Board shall meet regularly once each month at a time and place designated by the President and at other times as deemed necessary by the President. The Secretary shall publish an agenda of the next meeting prior to the meeting. The meetings shall be open to the membership with open discussion scheduled.

## **ARTICLE XIV RESPONSIBILITY AND AUTHORITY OF THE BOARD**

- A. The Board acting together shall constitute the administrative management of the SASC, insuring that the club operates within the framework and intent of its By-laws.
- B. The Board must approve any procedure, appointments and interpretations of SASC policy made by any committee of this organization not provided for in the By-laws.

## **ARTICLE XV DUTIES OF THE BOARD OF DIRECTORS**

### **A. President**

1. Shall preside and establish agenda for all board and Executive Committee meetings.
2. Shall provide leadership and direction for the SASC and its program.
3. Shall appoint Ad Hoc committees when necessary.
4. Shall be the only spokesman for the SASC in interactions with outside agencies and other CYSA organizations except as designated by the Board or appointed by the President.
5. Shall call a General Meeting at least once per year to fulfill the elections procedure of Article V.
6. Shall have an audit of the Treasurer's report conducted at least once per year.
7. Shall be responsible, along with the Treasurer and Vice President, to produce the yearly budget and submit it to the Board for ratification.
8. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.
9. The president is strongly encouraged to attend and be spokes person for SASC at all FYSL and District II meetings.
10. Shall appoint volunteers for public relations and publicity operations and other required tasks.

### **B. Vice President**

1. Shall assist the President in the operation of the SASC, and shall act for the President in his absence.
2. Shall appoint and chair a Nominating Committee once per year to nominate individuals as candidates for office in SASC.
3. Shall receive nominations from the floor at the AGM and organize the issuance of the ballots according to election procedures.
4. Shall appoint and chair a Ballot Tally Committee and report the results to the President.
5. Shall chair the standing Committees.
6. Shall co-sign checks in the absence of the President.
7. Shall be responsible for supervision of club tryouts.
8. Shall standardize club tryouts with the advice and consent of the Board.
9. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

#### **C. Secretary**

1. Shall keep and maintain minutes of all meetings.
2. Shall distribute copies (either hard copy, email, or web posting) of prior minutes and agenda to all Board members prior to the next Board meeting.
3. Shall handle all SASC correspondence as ordered by the Board.
4. Shall call roll and tally the votes cast during any Board Meeting.
5. Shall be responsible for meeting notifications to the Board, Executive Committee and/or a GM.
6. Shall preside over a Board or Executive Committee Meeting in the absence of the President and Vice President.
7. Shall sign checks in the absence of the President, Vice President or Treasurer.

8. Shall be responsible for obtaining a meeting place for monthly Board meetings.
9. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

#### **D. Referee Director**

1. Shall attend all Soccer Referees meetings and report their content to the Board.
2. Shall act a liaison between Sunnyvale Soccer Referees and SASC to arbitrate problems, when possible, before further Board action becomes necessary.
3. Shall provide SASC referee schedules for designated league games and become the liaison with individual field referee coordinators.
4. Shall arrange for referee assignments when required, for tournament and/or cup games.
5. Shall request and provide training of referees.
6. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

#### **E. Treasurer**

1. Shall maintain accurate SASC financial records, disburse and receive funds and make reports available to the secretary for distribution to all Board members prior to each regular Board meeting.
2. Shall insure that all Non-Profit Tax Reports are filed annually with the State and Federal Government as directed by laws.
3. Shall maintain Non-Profit Organization records, and make them available to concerned parties.
4. Shall co-sign checks with the President or Vice President or Secretary.

5. Shall maintain a checking account at a financial institution within the city of Sunnyvale.
6. Shall maintain control over incoming mail with the assistance of a volunteer appointed by the President.

#### **F. Competitive Director**

1. Shall organize and coordinate the schedule of competitive team games, tournaments, practice fields and events.
2. Shall coordinate coaching clinics and training for both competitive and recreational coaches.
3. Shall appoint someone to attend or personally attend for SASC (the club) all FYSL and District II meetings and report all pertinent information to the SASC Board.
4. Shall act as a liaison between the competitive coaches, the Club and the League.
5. Shall arrange for the distribution of medals and trophies for Competitive teams as necessary.

#### **G. Recreational Director**

1. Shall organize the game schedule for all recreational teams and field schedule for recreational team practices.
2. Shall be the information source for all age-group coordinators and the liaison between age-group coordinators and the Registrar.
3. Shall recruit, and train coaches and assign teams.
4. Shall enforce the rules of fair play and fair and equal treatment of all players.
5. Shall set the team size, field dimensions, and playing rules with the approval of the Board.
6. Shall arrange for the distribution of medals and trophies for Recreational teams as necessary

#### **H. Competitive Registrar**

1. Shall prepare team packets for all competitive coaches to be distributed at the mandatory competitive coaches meeting preceding the fall season.
2. Responsible for the computer based registration of all competitive players, coaches, managers and teams including adds, drops, transfers, traveling papers and tournament paperwork procedures.
3. Responsible to keep coaches aware of changes in the registration paperwork and process as dictated by CYSA District II.
4. Shall serve as liaison with upper organizational levels in areas concerning player registration and shall communicate this information to the Board.
5. Inform treasurer of player counts and amounts due to the League.
6. Shall conduct and organize all open registrations for competitive teams in all seasons in which the club participates, including but not limited to Spring and Fall. These open registrations should be organized in conjunction with the open registration events for the recreational divisions on the club.

#### **I. Recreational Registrar**

1. Responsible for the computer based registration of all Class 4 after the recreational age group coordinators have placed players onto teams.
2. Shall prepare team packets for all Class 4 Teams. Will deliver and retrieve finished team packets to and from the League Registrar and forward them to the recreational coaches.
3. Shall serve as liaison with upper organizational levels in areas concerning player registration and shall communicate this information to the Board.
4. Inform treasurer of player counts and amounts due to the League.
5. Shall conduct and organize all open registrations for recreational teams in all seasons in which the club participates, including but not limited to Spring and Fall. These open registrations should be organized in conjunction with the open registration events for the competitive divisions on the club.

6. Shall be responsible for updating and mailing of seasonal flyers to announce the registration events.

**J. Field Coordinator**

1. Shall be responsible for the initial measuring and striping of all fields both for recreational and competitive at the beginning of the season.
2. Shall organize the schedule and follow up of the teams/coaches to re-stripe the fields each week.
3. Shall insure that all equipment (nets, goals, flags, stakes, paint machines & paint) is at each field location and is in good working order and locked properly in the bins.
4. Shall be the liaison to the equipment coordinator for replacement and/or repair of such equipment.

**K. Equipment Coordinator**

1. Shall arrange for the distribution of equipment including cones, balls, medical kits, etc. to all coaches.
2. Shall be responsible for the maintenance of equipment at field locations (nets, flags, goals, field striper, etc.)

**L. Past President**

1. The Past President will attend meetings in order to provide continuity to the current board. The Past President will be able to provide the current board with insight as to the actions of the previous board.

**M. Volunteer Coordinator**

1. Shall oversee volunteer recruitment, coordination and communications on behalf of the Board when activities of the club require additional human resources.

**N. Tournament Coordinator**

1. Shall oversee the fulfillment of obligations of SASC toward hosting of portions of the CYSA District II Cup coordinated with rest of Foothill Youth Soccer League, coordinated with other

members of the board with adequate notice (Referee Director, Competitive Director, etc.).

2. Shall inform the Board of obligations as determined by Foothill Youth Soccer League and CYSA District II.
3. Shall provide input to Foothill and CYSA District II as to the preferred hosting obligations as coordinated with the Board, such as hosted teams age, division of play, sex as appropriate for the club membership, and hosting resources (fields, volunteers, etc.).
4. Shall coordinate efforts for hosting any tournament by the club outside of District Cup, if one is held.

#### O. Publicity Coordinator

1. Shall oversee all publicity operations for the club, including, but not limited to, banners, electronic (web-based and email-based) and printed.
2. Shall create and submit for approval a banner application to the City of Sunnyvale for hanging of promotional banners for duration coordinated with Recreational Registrar and Recreational Director, for registration dates as decided by the Board.
3. Shall create promotional flyers for open recreational registration for distribution to schools within the SASC territory that meet any school district distribution requirements, and obtain approval for flyer distribution from the school district, if applicable.
4. Shall oversee printing, sorting and distribution of flyers to schools with SASC territory, meeting the requirements of the schools (approval copy, bundling, packaging, delivery, deadlines, etc...).

# **SUNNYVALE ALLIANCE SOCCER CLUB**

## **BOARD OF DIRECTORS AS OF FEBRUARY 1, 2007**

**President:** - Overall responsibility for program and club- Coordinates permits, room reservations with the City of Sunnyvale. Represents the Club to the City.  
- Ensures Compliance with CYSA Rules and Standards

**Masood Mokhtary** – President since 1/1/07. Prior to that Equipment Director for two years. SASC coach and referee since 1997

**Vice President:** - Supports President & acts as alternate  
- Coordinates special events- Runs field renovation efforts

**Chuck Kluz-** Vice President since 2003, plus interim President in 2004. Prior to that Tournament Director 2001-2003 Other positions include VP Sunnyvale Youth Sports Association, VP Foothill Youth Soccer League, Referee, SCUSD Property Lease Manager, SSC Renovation Leader and previously SASC Head Coach, Manager, Assistant Coach

**Treasurer:** - Prepares club budget and handles club's accounting and finance activities- Maintains financial records to proper standards. Files tax returns and other compliance reports. Supports President and VP in Club business.

**Susan Lundberg-** Treasurer since August 2003. SASC recreation team manager since 2004.

**Louise Christy** – Co-Treasurer since 1/1/07. Recreation League Registrar for three years prior. Assists with management for a SASC competitive team.

**Secretary:** - Maintains records of Board meetings- Maintains club event calendar and action items - Schedules/coordinates board meetings. Keeps Board members informed of Board/Club events.

**Evelyn Dixon** – Secretary since 1/1/06. Publicity Director since 1/1/06 - Previously Recreation League Coordinator (2003-2005). Recreational Age group Coordinator, Play-thru Coordinator. Coached and Assistant Coached SASC recreation team since 2002.

**Club Registrars:** - Responsible for registration process of players - Issues team roster and player passes - Coordinates league transfers - Represents club to league registrar

**Craig deNoce** Recreation league registrar since 1/1/07

**Julie Banks** Competitive league registrar since 2003. Previously both Coach and Manager for recreation and competitive SASC team for several years.

**Referee Coordinator:** - Coordinates referee training  
Keeps log of all club and district referees- schedules referees for all SASC. games  
Coordinates tournament referee scheduling. Coordinates with Treasurer for referee recordkeeping and game payments.

**Mark Fellows** – Referee Coordinator since 1/1/03. SASC referee.

**Field Coordinator:** - Schedules fields for league games and use by clinics/camps.  
Organizes & maintains field striping and equipment -Schedules practice fields for all teams.

**Vicky van den Berg** – Field Coordinator since 2005. SASC coach and manager since 1999, AYSO coach prior to that time.

**Recreation Director:** - Coordinates recreation program - Makes recreational teams game schedules - Coordinates recruiting, screening, training of coaches  
- Liaison for recreation coaches to the club

**Sandra Todd** Recreation Director since 2006. Age group coordinator for three years, Recreation team coach for four years. Field coordinator for three years. Uniform coordinator for recreation league.

**Competitive Coordinator:** - Coordinates competitive program - Compiles competitive teams game schedules - Coordinates recruiting, screening, training of coaches  
- Liaison for competitive coaches to the club - Organizes coach licensing and clinics

**Neil Hughes** – Competitive Coordinator since 1/1/06. SASC coach for ten years.

**Equipment Coordinator:** - Responsible for procurement of equipment

- Maintains equipment and coordinates equipment distribution and collection to teams and fields.

**Chris Barns** – Equipment Coordinator since 1/1/07. Tournament Director for two years prior to current position.

**Fundraising & Coordinator:**

- Create fundraising programs for the club -- Coordinator volunteers on fundraising activities - Pursue corporate donations and organize recognition of donors

**David Natwick**- Fundraising Coordinator since 2004. Recreation and Competitive Coach since 2004. Uniform Coordinator. SASC Referee

**Publicity Coordinator:** - Flyers and email distribution to players and parents

- Banner posting and newspaper ads to advertise registration

- Advertise through promotion of club at area events

**Evelyn Dixon** -Publicity Coordinator since 1/1/06 – see above under Secretary info

**Tournament Coordinator:** - Coordinates and organizes club-sponsored tournaments - Coordinates volunteers for annual District Cup hosting

**Karen Bustamonte**- Tournament Coordinator since 2007

**Volunteer Coordinator:** - Organize volunteers from membership base for club activities

- Gather database of volunteer pool from membership information

**Cheryl Ching**- Volunteer Coordinator since 2003. Co-manager of two SASC recreation league teams.

**Past President:** - Responsibility to support current Board and President and VP as needed.

**Gary Linford** – President 2004-2006. Prior to that Tournament Director for two years. Referee since 2000, and Coach/Manager since 1999 for SASC recreation then competitive teams.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**OCT 18 1999**

SUNNYVALE ALLIANCE YOUTH SOCCER  
LEAGUE  
211 DELPHI COURT  
LOS ALTOS, CA 94022

Employer Identification Number:  
31-1666652  
DLN:  
17053256043029  
Contact Person:  
DALE T SCHABER ID# 31175  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
March 31  
Foundation Status Classification:  
509(a)(2)  
Advance Ruling Period Begins:  
July 20, 1999  
Advance Ruling Period Ends:  
March 31, 2004  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (DO/CG)

SUNNYVALE ALLIANCE YOUTH SOCCER

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

LINCOLNVALE ALLIANCE YOUTH SOCCER

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

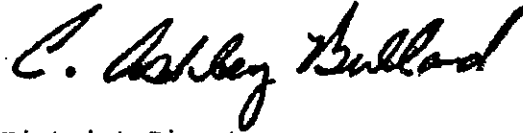
Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

SUNNYVALE ALLIANCE YOUTH SOCCER

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, reading "C. Ashley Bullock". The signature is written in a cursive style with a large, stylized "C" and "B".

District Director

Enclosure(s):  
Form 872-C



PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :EMM

July 20, 1999

SUNNYVALE ALLIANCE YOUTH SOCCER LEAGUE  
211 DELEHI COURT  
LOS ALTOS CA 94022

Purpose : EDUCATIONAL  
Code Section : 23701d  
Form of Organization : Corporation  
Accounting Period Ending: March 31

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012 (a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the

July 20, 1999  
SUNNYVALE ALLIANCE YOUTH SOCCER LEAGUE  
Page 2

15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

A copy of this letter has been sent to the Office of the Secretary of State and to the Registry of Charitable Trusts.

E DIALA  
EXEMPT ORGANIZATION SECTION  
PROCESSING SERVICES BUREAU  
Telephone (916) 845-4186

EO :  
CC : BEVERLY A. TAYLOR

COPY

## **Executive Summary**

This document is the fulfillment of the Narrative requirement of the Request for Funding from the Recreation Division, City of Sunnyvale. The narrative accompanies the completed application for funding submitted by the Sunnyvale Alliance Soccer Club (SASC) in February, 2007 for assistance in the city's fiscal year 2007 / 2008.

SASC is requesting operational assistance and emergency funding from the City of Sunnyvale as a result of City Council's decision at the September 19<sup>th</sup>, 2006 meeting to approve recommendation number 6 of the Report to Council Number 06-290:

Council directs staff to authorize use of Recreation Fee Waivers for City-provided recreation programs only. Notify all youth sports organizations with special use agreements with the City that fee waivers will no longer be accepted for programs that are not directly provided by the City

The SASC was one of three youth sports organizations discussed in the report as currently using the fee waiver assistance program to ensure participation for children of families in need and as a result is requesting two forms of assistance from the City of Sunnyvale through the Request for Funding, Recreation Division:

- 1) Operation assistance in the form of a utilization agreement through the Parks and Recreation Department for use of the Sunnyvale Community Services (SCS) for screening of applicants for need
- 2) Emergency funding in fiscal year (FY) 2007/2008 to cover a portion of the funding no longer available through the use of fee waiver assistance for qualified families

## **Explanation of Document Structure**

Per the instructions of the Narrative section in the Request for Funding form, taken from the revision active on February 14<sup>th</sup>, 2007, this document answers all questions presented on pages 13 and 14. Due to space limitations this document will reference the section letter and applicable question number through the use of subscripts. For example, if this line was the answer to question three from the introduction section, section A, it would be immediately followed by the subscript "A<sub>3</sub>". The end of this document will include a cross reference table that shall be considered an appendix to this document and not considered part of the five page allocation for content.

The exception to this format is question 3 from section F, Viability / Innovation. This question is general and cannot be addressed concisely in the specified format. This question is addressed in the "Credibility and Viability" section added to the other materials required in the application.

## **Introduction**

The Sunnyvale Alliance Soccer Club (SASC) is one of two clubs within the Foothill Youth Soccer League, which in turn is part of District 2 of the California Youth Soccer Association – North (CYSA). The league began its relationship with Sunnyvale in 1971 when then league president, Jack Salvamini, started an affiliate to the Police Athletic League (PAL) of San Jose in Sunnyvale<sub>A1</sub>. The league was renamed Sunnyvale United in 1976 and subsequently became Sunnyvale Alliance when it merged with another peninsula youth soccer league in the late 1980's. The merger was a necessary action in order to maintain league status in a few lean years during that decade. Through the hard work of club volunteers, and the revival of excitement for American soccer in the early to mid 1990's the club continued to grow to its current size and scope<sub>A2</sub>.

As part of the CYSA the SASC is held accountable to operating under its parent group's mission statement<sub>A3</sub>:

The mission of the California Youth Soccer Association is to serve all children and our communities by providing opportunities that allow each child to grow, learn, mature and succeed by becoming productive adult members of society through the development, promotion, and offering, regardless of race, color, religion, age, sex, national origin and/or ability, comprehensive community based leagues that offer a complete range of youth soccer opportunities for all children of all ages and abilities.

The SASC has developed a long term relationship with the City of Sunnyvale by providing opportunities for all Sunnyvale youth to play in competitive and recreational soccer leagues. The SASC Board of Directors, volunteers, sponsors and all others affiliated with the club strive to ensure that the program not only meets internal operating goals and metrics but is applicable to current City of Sunnyvale services and policies. The current city policies to which the SASC is a service and solution provider are taken from the City of Sunnyvale General Plan, Section 2.2.1 Open Space and Recreation – Goals and Policies<sub>H1</sub>:

**Policy 2.2.B.1.** Design programs to meet the needs of residents, allowing for non-resident participation as long as it does not take away from opportunities or resources for residents (Exceptions are services that are intended to serve as profit centers, such as golf and tennis, which are addressed in the Fiscal Management Sub-Element).

**Policy 2.2.B.2.** Provide school-aged youth-oriented recreation and enrichment programs and services during non-school hours.

**Policy 2.2.B.5.** Develop and implement programs in order to meet the developmental and social needs of specific targeted populations (e.g., youth, teens, seniors, disabled).

**Policy 2.2.B.6.** Leverage available resources by pursuing co-funded and/or cooperative agreements for provision and maintenance of programs, facilities, and services, in order to maximize benefits to the community. Partners may include, but are not limited to, school districts, non-profit groups, governmental agencies and businesses.

## **Program Description**

### **Background**

SASC is requesting assistance and funding from the City of Sunnyvale as a result of a change in the City's policy for administration of its Recreational Fee Waiver Program. Prior to FY 2007/2008, the Recreational Fee Waiver was available to assist children participating in youth sporting organizations serving Sunnyvale residents but not run by the city.

At the September 19<sup>th</sup>, 2006 Sunnyvale City Council meeting, Council accepted recommendation number 6 of the report "Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program – Study Issue", report to Mayor and Council number 06-290. The acceptance of this recommendation eliminated the use of the Recreational Fee Waiver program by outside youth sports groups to become effective at the start of FY 2007/2008<sub>B1</sub>.

One of the ways that SASC had been able to operate in a manner that was consistent with the club's mission statement, and pursuant of being a City of Sunnyvale service provider working toward meeting the needs of established city policies, was through use of the Recreational Fee Waiver Program. The Recreational Fee Waiver program allowed for a complete coverage approach to advertising and recruitment for the club. As will be described below, SASC is committed to ensuring that all youth in the Sunnyvale area are aware of the opportunity to play soccer in the community, regardless of their level of need<sub>B3</sub>.

### **Need**

The SASC requests operational assistance in the form of a utilization agreement through the Parks and Recreation Department for use of the Sunnyvale Community Services (SCS) for screening of applicants for need. At a minimum the SASC requests that the SCS evaluate potential applicants referred from the club and then communicate a decision on eligibility, based on the same criteria the City uses, back to the SASC<sub>B1</sub>. With the verification provided by the SCS the SASC will apply fee waivers to in need youth through internal club processes with SASC funds.

The SASC also requests emergency funding up to, but not to exceed \$5000 from the City of Sunnyvale to cover a portion of the money the club will not receive as a result of the decision to discontinue the Recreational Fee Waiver Program for outside sports groups<sub>B1</sub>.

### **Justification of need**

Assistance from the city of Sunnyvale will ensure continuation of SASC's practices of recruiting and advertising in all neighborhoods of Sunnyvale and continuing to actively recruit low income families. Both pieces of assistance will benefit only verified low income residents of the City of Sunnyvale<sup>B7a</sup>.

The operational assistance is necessary as the establishment of internal processes to conduct evaluation is a large undertaking and will take a few years to implement completely and correctly. The Parks and Recreational Department and the City of Sunnyvale recognizes the difficulty in establishment of this type of service. As stated in report 06-290 on pages 43 and 44: "assuming responsibility for screening applicants to the Recreational Fee Waiver Program would be a major new Program Initiative." The SASC is susceptible to the same difficulties described on these pages and it is not possible to implement an internal program before the Fee Waiver Program is removed at the beginning of FY 2007/2008.

This emergency funding will allow the SASC to continue to advertise, publicize and recruit from all areas of Sunnyvale uninterrupted while the club works over the next year to ensure the extra expenses can be met with internal funding. The 2006 SASC budget shows that over \$4000 was received from the City through the Recreational Fee Waiver Program and this number is expected to continue to grow as more families become aware of the Fee Waiver Program<sup>B1,B3</sup>. The \$5000 is a reasonable number as it represents 60% of the projected need for FY 2007/2008. As will be described in greater detail below, SASC is currently working to be able to cover all these expenses internally by FY 2008/2009<sup>E2</sup>.

The percentage of participants participating in the SASC that utilized the Recreational Fee Waiver Assistance program varied from year to year but never fell below 2% of the Sunnyvale Residents in the league. In the most recent league season saw growth in the number of families applying for and using assistance grew to nearly 6% (around 60 of 1000 total youth) of Sunnyvale-resident SACS players<sup>B7</sup>. In the past SASC was responsible for collecting the necessary information from families at the time of league registration and applying for a refund through the City who handled the actual screening of applicants through their internal processes<sup>B7C</sup>. A one time payment for all qualified children was then issued to the club from the city. At that time internal metrics were collected on the number of families applying and receiving assistance by the club registrars and club treasurer<sup>B7b</sup>.

The program is communicated largely through word of mouth from family to family, even though the availability of assistance is also publicized on club flyers. Due to this method of communication and information dissemination, SASC is projecting the number to continue to grow at a rate slightly higher than club growth to around 10% of participants by Fall Registration of 2010<sup>B3,B7</sup>.

#### Performance Measures

SASC plans to measure performance through continued collection and analysis of the percentage of Sunnyvale youth qualifying for and using fee waiver assistance. A drop in the percentage would indicate that the process for receiving fee waivers has become difficult for families. It is SASC's ultimate goal to see no reduction in the percentage of youth qualifying for and using fee waiver assistance. Should an overall reduction in the percentage of youth using the fee waiver program be seen the club will switch to a more detailed analysis to assess and fix the problems that make the program difficult to use<sup>C1,C2,C3</sup>.

#### Ongoing work

SASC recognizes that the emergency funding requested from the city to continue providing the same service to all Sunnyvale residents will not be available on an ongoing basis. A parallel path effort by the club has been initiated to assess internal practices to ensure that all funds are being spent appropriately and correctly. In addition, work has been commenced to increase the scope of fundraising activities in scope to cover all monetary expenses of continuing the fee assistance program internally<sup>B6,E1,G1</sup>. The club is currently exploring the following options for fundraising options:

- Corporate sponsorship / fund matching programs
- Expansion of existing fundraising activities
- Private donations
- Increase in league fees to cover projected expenses

- Re-appropriation of league fee use (a certain percentage of each league fee being set aside in a fund specifically for league fee assistance)

Should funding not be available for FY 2007/2008 the club plans to reduce recruitment scope, starting with neighborhoods on the northern side of Sunnyvale, and reduce operational expenses to cover the need for fee waiver assistance. By FY2008/2009 the club anticipates to be able to cover projected needs through the above efforts and will re-expand recruitment to include all Sunnyvale

Neighborhoods<sup>E3,E4,G1</sup>.

SASC has also begun working on plans to reduce the club's need for assistance with need assessment should the agreement with the city be canceled or restructured in the future, or if the analysis described in the performance evaluation section indicates that this service would better serve families and youth more effectively<sup>B6,E1,E3</sup>. The current plan for implementing an in house system is as follows:

- 1) Review and explore all alternatives for need assessment services
- 2) Review the process for need assessment used by the City of Sunnyvale and other similar cities.
- 3) Review the process for need assessment used by other similar sized youth sports organizations (from a standpoint of demographics served, not overall club size) with an emphasis on steps for implementation, required personnel / resources, efficiency / effectiveness standards, and time required for implementation
- 4) Create detailed plan for implementing program and gain approval for go ahead with SASC Board of Directors
- 5) Implement pilot program during first registration period. In this phase the club will restrict the total number of applications for funding reviewed in order to ensure that all issues with the system have been identified prior to general implementation.
- 6) Full implementation of the program would be completed at the following registration.

### **Credibility and Viability<sup>F3</sup>**

SASC has been providing opportunities for youth to play soccer in the City of Sunnyvale since 1971. Even when the popularity of soccer in the United States temporarily dropped the club managed to persevere through forming alliances with other then soccer clubs, strong relations with its membership, and through smart planning and hard work of dedicated volunteers. City wide recruitment has always been one of the priorities of the club and with that commitment to ensuring all areas are represented has come the need to ensure that youth with monetary needs are accommodated. The Recreational Fee Waiver program has been used by the club for many years and a strong sense of pride in never turning away a child or family due to need is shared by the leadership<sup>D1</sup>. Thanks in large part to the efforts of numerous volunteers, the club has won two youth soccer national championships, one in 1993 for boys and one in 1994 for girls<sup>D5,F1</sup>. Currently the SASC offers two main ways of distinguishing itself in the Sunnyvale Community.

The first method is through a city wide recruitment and advertisement effort. Twice each year, before the spring and the fall soccer seasons, SASC publicizes its recreational soccer program to the general public. We place banners at key traffic points and schools in the city, including Lakewood, Fairwood, Bishop, Columbia, Peterson, Ponderosa, Cherry Chase, Cumberland, Sunnyvale Middle, Cupertino Middle, Ortega Park, Serra Park, and other locations. Our flyer is published one side in English and the second side in Spanish, and distributed via all public elementary and middle schools located in Sunnyvale (including those in the Santa Clara Unified District). The flyer is distributed to most private schools and larger pre-schools located in Sunnyvale. The flyer indicates that the program is co-sponsored by the City of Sunnyvale, including instructions for how to apply for fee waiver assistance. It also includes a statement related to our efforts to accommodate people with disabilities<sup>S4</sup>.

The time frames for registration are clearly communicated on all club flyers. This allows for SASC to never place children who register in a timely manner on waiting lists. Families that register their children late may be wait listed but generally these children will be placed onto teams within the first few weeks of the season<sup>B5</sup>.

The second method for distinction from other groups and services is that SASC runs both a recreational and a competitive division in each soccer season. The recreational soccer division is an opportunity for youth and parents that are just entering the sport to compete against other youth of similar skill and development. The recreational program focuses on age-appropriate development, and a coach-training program to help interested parents gain confidence coaching their children's teams. At its foundation the recreational division provides the opportunity for non-competitive players to play soccer as long as they wish. The competitive divisions provide opportunities for families and children desiring a more structured and challenging soccer experience<sub>B4</sub>.

In addition, although not a distinction, the SASC has a strong program for accommodating children with other special needs. Children with difficulties or disabilities who want to play in SASC's recreational program are always accommodated. For instance in the last few seasons SASC has registered children who are deaf or use cochlear implants and children who have medical conditions that limit their playing ability. In these cases we work with the parents to decide the best playing age-group for the child. In some cases we register siblings to the team as well to help the child with the disability. In addition, through its affiliation with California Youth Soccer Association-North, SASC can refer children with more severe disabilities to the CYSA's TOPSoccer program. TOPSoccer is a community based training and team placement program for young athletes with special needs. These needs are because of a physical or mental disability that might discourage or preclude the child from participating in a regular recreational sports program.

The SASC is headed by a fourteen member volunteer Board of Directors. Each board member is responsible for a specific area of responsibility. The work done to ensure that youth with needs are accommodated has been handled through a joint effort of the Treasurer and the competitive and recreational league registrars. All communication with the city of Sunnyvale has historically been handled by the president of the club. Ongoing plans for raising the money necessary to support in need youth internally has involved the Fundraising coordinator. The need for additional board positions is reviewed on an ongoing basis and additional positions are added as needed to ensure efforts receive the proper organization and leadership. Each board member serves an average of five years generally filling two to three different positions in that time frame<sub>D2,D3</sub>.

The club has strong stability with steady, progressive change in each 12 month period, but enough to ensure the needs of club participants are being met. In the most recent 12 months there have been no major changes in the club beyond the cancellation of the Fee Waiver Assistance from the City of Sunnyvale. A new club president was elected in November of 2006 after the previous President served three years and retired with a positive relationship with both the club and the city<sub>B2</sub>.

The last major change for the club was in 2005 when a ten year lease on the Sunnyvale Soccer Complex (SSC) was signed. This established club operated and managed fields which is part of the ongoing effort to address the only other current special use agreement between SASC and the City of Sunnyvale. This agreement, RTC 04-445, allows SASC and the other non-profit soccer group operating out of Sunnyvale to rent fields during soccer season for a reduced rate. The SSC has reduced the club's reliance on the special agreement for fields however because membership continues to grow, access to fields remains a top priority<sub>F4</sub>. Outside of money received through the Recreational Fee Waiver Program SASC has not received any additional funding or grants from the City of Sunnyvale<sub>D4</sub>.

No formal internal review, such as a general procedures and practices audit has been conducted. The SASC has empowered their leadership to create relationships with the general membership through steady interaction in order to hear suggestions, issues, and concerns to continue to ensure the club is addressing the needs of youth soccer players and their families appropriately. This model is believed to be appropriate of a small, youth focused, volunteer run organization. All monthly board meetings are open to the general membership. Each year the club hosts an Annual General Meeting (AGM) which is an opportunity for the entire membership to provide feedback and input into the club's operation. In addition, all families are asked to provide volunteer time to the club which results in a high level of interaction between the club's leadership and the general membership. Finally, the Board of Directors spend time in other roles such as serving as referees, coaches or team parents. These activities ensure that the voices of all participants and their families are being heard<sub>F2</sub>.

Appendix: Cross Reference Table for City of Sunnyvale Request for Funding Application and SASC Narrative

Question	Narrative Section	Narrative Sub-Section (if applicable)	Paragraph in Section / Sub-Section
<b>A. Introduction</b>			
1	Introduction	N/A	1
2	Introduction	N/A	1
3	Introduction	N/A	2
<b>B. Program / Project Description and Need</b>			
1	Program Description	Background	2
		Need	1,2
		Justification of Need	3
2	Credibility and Viability	N/A	7
3	Program Description	Background	3,5
4	Credibility and Viability	N/A	2,4
5	Credibility and Viability	N/A	3
6	Program Description	Ongoing Work	1,3
7	Program Description	Justification of Need	5
7a	Program Description	Justification of Need	1
7b	Program Description	Justification of Need	4
7c	Program Description	Justification of Need	4
<b>C. Performance Measures / Evaluation</b>			
1	Program Description	Performance Measures	1
2	Program Description	Performance Measures	1
3	Program Description	Performance Measures	1
<b>D. Credibility / Performance / Capacity</b>			
1	Credibility and Viability	N/A	1
2	Credibility and Viability	N/A	6
3	Credibility and Viability	N/A	6
4	Credibility and Viability	N/A	8
5	Credibility and Viability	N/A	1
<b>E. Project Budget</b>			
1	Program Description	Ongoing Work	1,3
2	Program Description	Justification of Need	3
3	Program Description	Ongoing Work	2,3
4	Program Description	Ongoing Work	2
<b>F. Viability / Innovation</b>			
1	Credibility and Viability	N/A	1
2	Credibility and Viability	N/A	9
3	Explanation of Document Structure	N/A	All
	Credibility and Viability		
4	Credibility and Viability	N/A	8
<b>G. Matching / Leveraging Funds</b>			
1	Program Description	Ongoing Work	1,2
<b>H. Relationship to City Policies</b>			
1	Introduction	N/A	3

**ATTACHMENT B**

**Proposal Evaluation – Sunnyvale Alliance Soccer Club**

# CITY OF SUNNYVALE PROPOSAL EVALUATION OUTSIDE GROUP FUNDING

## Parks and Recreation Department FY 2007/08 – FY 2008/09

**APPLICANT:** Sunnyvale Alliance  
**Soccer Club**

**PROGRAM NAME:**

Emergency request to qualify applicants and provide fee waivers to eligible SASC participants for one year.

**HUMAN SERVICES POLICY  
FUNDING CATEGORY:**

Operational \_\_\_\_\_ Emergency   X    
Seed \_\_\_\_\_ Project \_\_\_\_\_

**AMOUNT REQUESTED:** \$ 5,000 (Not to Exceed)

New request   X   Previously funded \_\_\_\_\_

**HUMAN SERVICES POLICY COMPLIANCE:**

A. Proposed service is consistent with an existing recognized city need, policy, goal or objective. Yes \_\_\_\_\_ No   X   (See note under #10).

B. Program qualifies under one of the four Proposal Funding Categories.  
Yes \_\_\_\_\_ No   X  

Funding requests under the category of Emergency are for "operational programs offered in the community that meet an existing need for which normal funding is no longer available. " In this situation the 'normal' funding was from the Community Recreation fund in its support of Recreation Fee Waivers to outside groups. In September 2006, the City Council eliminated fee waiver reimbursement to outside groups effective July 1, 2007.

C. Organization completed the application process in a timely manner and the application has been determined to be accurate and complete.  
Yes   X   No \_\_\_\_\_

**EVALUATION/Human Services Policy Evaluation Factors**

1. Does the organization meet the minimum eligibility standards per:
  - a. Human Services Policy: Yes \_\_\_\_\_ No   X
  - b. Council Policy: Yes \_\_\_\_\_ No   X

2. Has the organization and its program demonstrated good performance?

a. Yes ☒ No ☐

3. Has the organization and its program demonstrated capability to effectively provide the program? Yes ☒ No ☐

SASC has participated in the City's Recreation Fee Waiver Reimbursement Program over the past several years.

4. Does the organization and its program deliver services in a cost effective manner?

a. Yes ☒ No ☐

5. Is the organization the appropriate agency to provide the proposed services?

a. Yes ☐ No ☐ (See note under #10)

6. If the proposed program appears to offer a duplication of a services provided in the same service area, are there unmet needs and/or a high demand for the proposed program, greater than one organization can provide?

a. Yes ☐ No ☒

7. Does the organization demonstrate effective financial management?

a. Yes ☒ No ☐

8. Does the organization have effective management controls in operations?

a. Yes ☒ No ☐

9. Has the organization proposed a contingency plan, if city support is limited or eliminated in the future?

a. Yes ☐ No ☐

N/A This request is the "contingency plan" for one year based on City Council's direction to eliminate Recreation Fee Waiver Reimbursements to outside groups effective July 1, 2007.

10. The proposed program addresses one or more of the following factors:

- a. Program addresses or is directly related to a General Plan policy or action statement including goals of the Open Space and Recreation Sub-Element of the General Plan? Yes **X** No

While the overall programs offered by the Sunnyvale Alliance Soccer Club do relate to goals of the Open Space and Recreation Sub-Element, the applicant's request for emergency funding and support to continue the Recreation Fee Waiver program for one more year is contrary to Council direction provided last September when the report "Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program" (RTC 06-290) was considered by the City Council.

- b. Proposed program is a needed enhancement of an existing City program or program direction and can be better performed by an outside group rather than the City directly? Yes        No        **N/A**

Applicant is seeking funds on emergency basis to provide fee waivers so eligible Sunnyvale residents can participate in Sunnyvale Alliance Soccer Club programs.

- c. Program has a diverse funding base and is not heavily reliant upon City funds? Yes        No **X**

SASC's funding base is dependent on participant fees (which are set by the SASC board). In FY 2005-2006 the SASC reserved 7,825.75 hours of use of the City's sport fields for their programs which they received at the discounted rate of \$1 per hour in accordance to the special use agreement between the Club and the City. When compared to the standard charge of \$25 per hour, the City had provided \$187,818 of in-kind subsidy to the SASC last year. Without this in-kind support, the SASC would need to increase its participant fees or seek other means to raise additional funds.

- d. Program has leveraged City funds with other funding sources to maximize the provision of services? Yes        No **X**

Program is relying on City funds to provide for fee waiver services for one year to give the Club additional time to establish their own fee waiver program.

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### **FUNDING RECOMMENDATIONS**

	<b>Staff Recommendation</b>	
<b>GENERAL FUND</b>	<b>\$ 0</b>	
<b>RECREATION FUND</b>	<b>\$ 0</b>	
<b>Total</b>	<b>\$ 0</b>	

### **BASIS FOR RECOMMENDATION:**

On September 19, 2006, in response to the study issue "Consider the Effectiveness and Efficiency of the Recreation Fee Waiver Program (RTC 06-290), the City Council adopted a policy in which youth sports groups are responsible for ensuring the participation of low-income individuals without reimbursement from the City, in effect discontinuing the cash subsidy it had previously provided. While participants experience fee waivers in the same way regardless of whether they are for services provided by the City or by a third party, there are no City fees being waived. Instead, it is the youth sports groups' own fees that are waived. By reimbursing youth sports groups through the Recreation Fee Waiver Program the City had been providing a direct cash subsidy to the youth sports groups to offset the groups' own costs of waiving fees.

The Sunnyvale Alliance Soccer Club, whose representative spoke during the September 19, 2006 Council meeting, was notified of the Council decision and given as much time as the other youth sports groups to prepare for the end of the Fee Waiver Reimbursement Program effective July 1, 2007.

Staff recommends not approving the Outside Group Funding request from Sunnyvale Alliance Soccer Club.